

Class Title: Account Clerk
Class Code: 009830

Examination Method

Minimum Qualifications Evaluation: Employment applications for Account Clerk will be reviewed to determine whether applicants meet the specified education and/or experience requirements, as well as any other necessary qualification requirements specified in the job posting for this job. **Applicants meeting the qualification requirements will be sent a testing admission notice advising them of the date by which they must take the written test if they wish to be considered for currently posted position vacancies.**

Written Test: To be eligible for employment consideration, qualified applicants must attain a passing score on the written test for Account Clerk. The written test takes approximately three (3) to four (4) hours to complete.

Test Content Summary

The test for Account Clerk consists of 110 multiple choice questions organized into 5 test content areas. The test content areas are designed to assess the knowledge, skills, and abilities required to successfully perform the job of Account Clerk. The test content areas are:

Alphabetic/Numeric Filing - Questions assesses the applicant's ability to accurately place in order various items within a group of existing alphabetic and numeric files. (40 questions)

Assembling Information - Questions assess the applicant's ability to gather data from a chart. (15 questions)

Basic Calculations - Questions assess the applicant's ability to perform basic calculations, including addition, subtraction, multiplication, division, fractions, and percentages. (20 questions)

Word Meanings - Questions assesses the applicant's ability to use words properly within a sentence. (20 questions)

Word Problems - Questions assess the applicant's ability to solve word math problems. These problems will cover addition, subtraction, multiplication, division, numerical reasoning, and rates and percentages. (15 questions)

Testing Location Information

Currently testing is conducted only at the Department of Human Resources office in Nashville.

If alternate testing locations should become available, approved applicants will be notified of the alternate location which best matches their testing location preference (as indicated in employment application submitted for this job).